

## Directions for Completing the Expense Reimbursement Claim

Fill out this form completely to receive approved reimbursement. You will need to fill out a separate form for each type of expense. Applicants will be reimbursed for a course that they have failed only once. If the applicant later passes that course they will then be reimbursed again. Second time failures in a course will not be reimbursed. Please fill out this form accurately and legibly in ink.

1. **Personal Information** – The first section on your expense claim asks for your personal information including the water system that you currently work for.
2. **Course Information** – The second section of the expense claim is for the course information that you may be applying for reimbursement. This includes course title, units/hours, the date the course was completed, the instructor's name, and the college or organization that you attended for these classes.
3. **Claim Information** – Indicate in this section whether your claim form is for coursework costs, certification costs, certification renewal costs or exam fees. Skip items 1-9 if your claim form is for certification, certification renewal costs or exam fees.
4. **Expense Information** – This section of the expense claim is for the expenses that you may have incurred. Please use a separate line for each day you incurred expenses. You will be reimbursed up to \$15 per contact hour, a maximum of \$150 per class for books, and a maximum of 100 miles (one-way) at \$.34 per mile.
  - Item (1) fill in the date (month/day/year) of the course that you attended.
  - Item (2) fill in the time you left your home and arrived back at home.
  - Item (3) fill in the location of the college or organization that you attended to take the course(s).
  - Item (4a) write the amount of miles that you traveled to attend the course(s). This is the total mileage from your house to the location and back. The maximum amount of miles that can be reimbursed (each way) is 100 miles. Mileage will not be reimbursed for courses taken at your place of employment.
  - Item (4b) is for the total amount that you claim for reimbursement from the mileage. Take the total miles you drove and multiply that by .34, for example, if you drive 20 miles to the course and 20 miles back, you will multiply 40 miles by .34, which equals 13.60. You will write \$13.60 for (4b).
  - Item (4c) and (4d) fill in other expenses you incurred, such as bridge tolls or parking fees. **Original receipts are required.**
  - Items (5) and (6) are for the expenses incurred due to course and book costs. There are two separate columns, one for the course costs, and one for the book costs. Applicants will be reimbursed a maximum of \$15.00 per contact hour and up to a maximum of \$150.00 per class for books. **Original receipts are required.**
  - Item (7) is for the total expenses for that day that you incurred. You will get this total by adding your totals from item (4b), item (4c), item (4d), item (5) and item (6).
  - Item (8) is the total from the reserve side of the claim if you used it.
  - Item (9) is for the totals you get from adding item (7) and item (8).
  - Item (10) is for you to make your remarks on the other expenses you incurred as a result of the certification or courses required. **Original receipts are required.**
5. **Mail this form** with an original signature (in ink) to CPS at CPS Human Resource Services, SWS ERG, 241 Lathrop Way, Sacramento, CA 95815